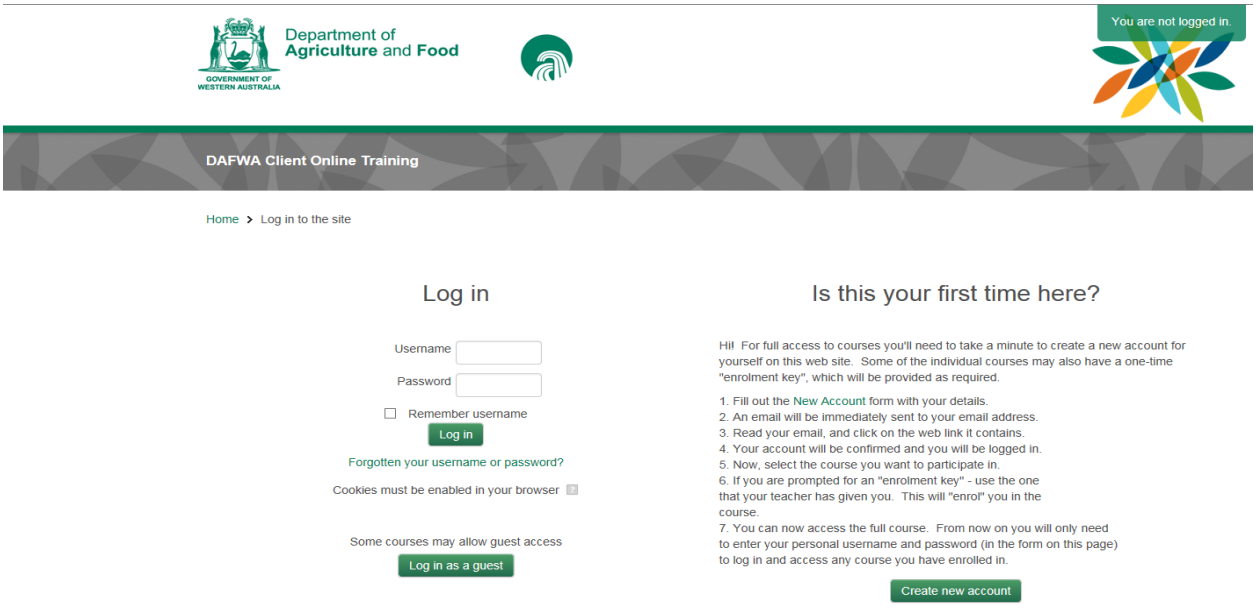
USER TIPSHEET – DAFWA CLIENT ONLINE TRAINING

- **Q 1 Where do I start?**

You can go directly to http://dafwa.moodle.com.au/externaluser/login/index.php
This will take you to the log in page. If this is your first time logging into the Moodle site, you will need to click “Create new account”. After you’ve created your new account, an email should be sent to your email address that contains easy instructions on how to complete your registration.

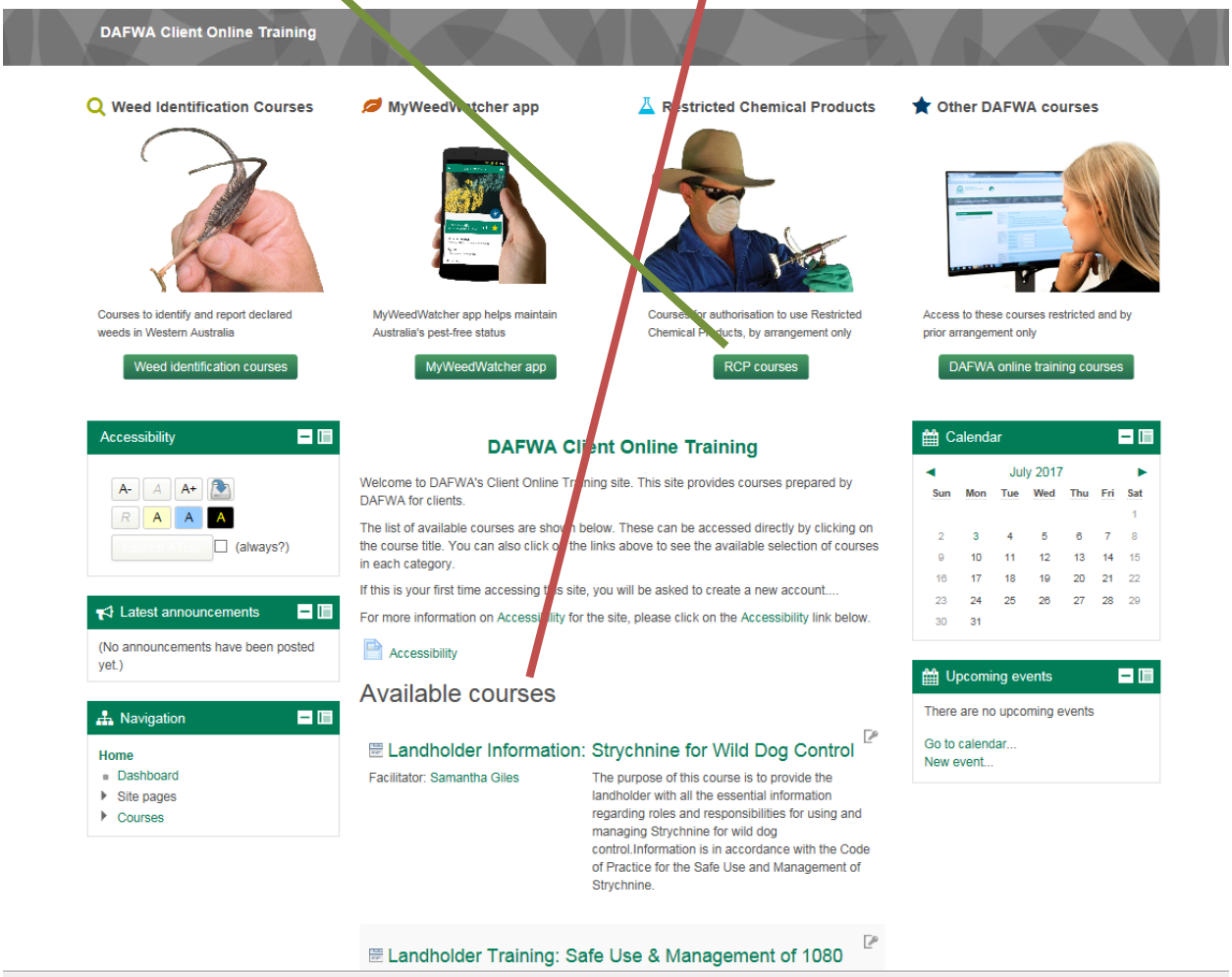
If you have logged in previously, enter your username and password to log in.

If you set your password and then forget it, just follow the prompts on the log in page and you will receive an email with a new password. If you are having trouble logging in, please contact: **RCP.Applications@agric.wa.gov.au**

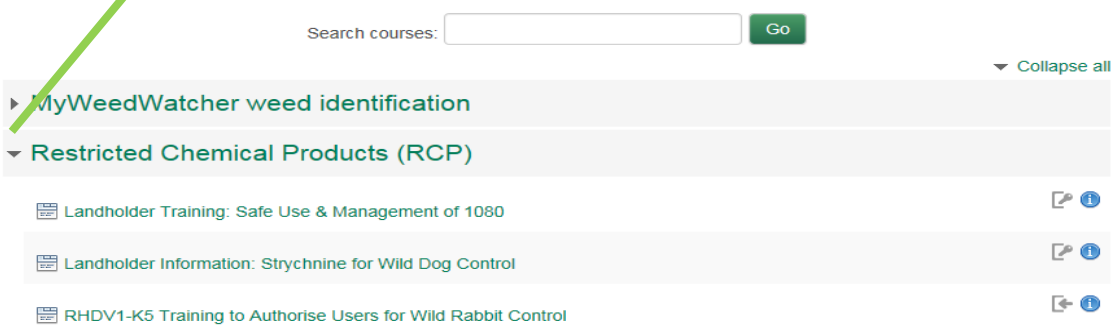


- **Q 2 How do I enroll myself into a course in Moodle?**

1. You can click on the course name from the "**Available courses**" list
OR
2. Click on '**RCP courses'** and then click on heading of the course. This could be Landholder Training: Safe Use & Management of 1080 or Landholder Information: Strychnine for Wild Dog Control.

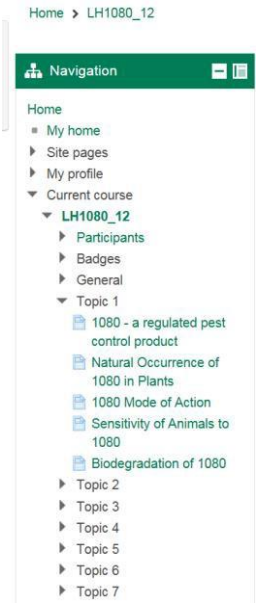


OR
3. Click on the downward arrow and then click on heading of the course. This could be Landholder Training: Safe Use & Management of 1080 or Landholder Information: Strychnine for Wild Dog Control. These could also show without the key symbols which mean that there is no code required to access the course.



- **Q 4 How do I get around the course?**

You can **navigate between topics** of the course through the **Navigation block** on the LHS of the screen (see next page) or go back using the Breadcrumb trail (below) at the top of the page.



The Navigation pane will show the sections in each topic when you click on the topic title.

For this example I have used 1080 use for Landholders.

Open any page in the course from the Navigation pane.

You can also **navigate your way through the modules** of each topic by using the **Previous** and **Next** buttons located at the bottom of each page.

- **Q 5 How do I access and complete a quiz or re-attempt a quiz?**

1. When completing a quiz, it will advise how many attempts you have and what the pass mark is. Click on the **Attempt Quiz now**, then "**Start attempt**" when the communication box pops up. Commence the quiz.

2. After completing quiz, click **NEXT** at bottom of page.

3. A '**Summary of Attempt**" page now appears detailing if you have answered all the questions or not. All question numbers should be highlighted in **quiz navigation box** on LHS, any not highlighted have not been completed, and you can click on a question number to answer or review.

4. When finished, click on **Submit all and finish**

5. This will allow you to review your answers. On the LHS, quiz navigation box shows you **incorrect** answers (highlighted in **red**) and **correct** answers (highlighted in **green**).

6. If you have not acquired the necessary pass mark, click **Re-attempt quiz**.
You can reattempt the quiz later by going to the Navigation box on the LHS or back to the front page, select the course you were attempting and clicking on the quiz from the topic list. If you were successful and passed the quiz select the **NEXT** button.

- **Q 6 I have finished all the quizzes and passed, now what do I do?**

If you have completed the quiz successfully you will have access to **"Print Certificate"**.

You must click on **Get your certificate** – this will generate your certificate (pdf form) and register that you have completed the course. You can print it immediately (or at a later date by clicking on "Review your Certificate").

Your Biosecurity Officer will need to see a copy of the certificate as evidence of your completion of the online if you have completed either the 1080 or Strychnine courses for landholders.